## What to do if you forget your password





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- 1. Click the 'Log in' link at the top right of the Home page.
- 2. The Log in dialog is displayed.
- 3. Click on the 'Forgot password?' link.
- 4. The 'Reset password' dialog is displayed.
- 5. Enter your email address.
- 6. Click on the Reset Password button.
- 7. You will receive an email to reset your password.
- 8. Click on the Reset Password button in the email.
- 9. The reset password page is displayed in your browser.

10. Enter your new password.

- 11. Confirm the password by entering it again.
- 12. Click on the Reset Password button.
- 13. The password has been changed dialog is displayed. Click the OK button which returns you to the site where you can now log in.